

Center Instructions for Completing the Staff Record Form

1. This form must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection. **In order for your license to be renewed, this form must be accurately completed before your Licensing Specialist arrives for your Announced Inspection.**
2. At the top of the first page list the center's name, address, and the date you completed the form.
3. In the first three columns list the first name, middle initial, and last name for each owner, employee, volunteer, and member of your governing board (if you have one).
4. In the fourth column, write the person's start date **only** if they are a new person who started **after** the date of your last Announced Inspection. The start date is the first date the person is **paid** for work.
5. In the fifth column, list the position(s) the person holds. If they hold more than one position, list all positions.
6. In the sixth column, list the person's assigned classroom or group of children, if they are a caregiver. If they are not a caregiver (for example, if they are the director or a governing board member), leave this column blank.
7. In the seventh column, write the date you submitted the person's initial CBS/MIS background screening form to the Bureau, **only** if they are a new person who started **after** the date of your last Announced Inspection. If they are not a new person, leave this column blank.
8. In the eighth column, write the date of the person's negative TB test, **only** if they are a new person who started **after** the date of your last Announced Inspection. This is the date the person had their test read and got the results. If they are not a new person, leave this column blank. If the person had a positive TB test, write "positive" in the space, and attach the required documentation. For governing board members, leave this column blank. TB tests are only required for employees. [See R430-50-16(11) or R430-90-16(12).]
8. In the last column, write "Yes" if the person is listed on **both** the "CBS/MIS Renewal" **and** the "Disclosure & Consent" Forms that you will submit with your renewal application. Write "No" if they are not included on both forms. If the person is **new** since your last Announced Inspection, and you **have** received back their cleared, Initial CBS/MIS Form from the Bureau, you must include them on your "CBS/MIS Renewal" **and** "Disclosure & Consent" Forms. If the person is **new** since your last Announced Inspection, and you **have not** yet received back their cleared, Initial CBS/MIS Form from the Bureau, **do not** include them on your "CBS/MIS Renewal" and "Disclosure & Consent" Forms.
9. Make additional copies if more pages are needed to include all owners, employees, substitutes, volunteers, and members of the governing board (if you have one).

Additional copies of this form and instruction sheet can be downloaded from the Bureau of Child Care Licensing website at:

www.health.utah.gov/licensing